

## **SOLANO COUNTY LOCAL RULES EFFECTIVE JANUARY 1, 2011**

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**Superior Court of California  
County of Solano**

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Brian Taylor, Court Executive Officer, is the official publisher of the local rules for the Superior Court of California County of Solano. Comments or suggestions concerning the local rules may be sent to the court at [CourtOutreach@solano.courts.ca.gov](mailto:CourtOutreach@solano.courts.ca.gov).

The complete local rules, as well as individual rules and filing instructions for replacement pages, and local forms are available in .pdf format at the court's website, [www.solano.courts.ca.gov](http://www.solano.courts.ca.gov), by clicking on the hyperlink marked "Local Rules of Court."

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**Rule 1 – General Provisions**

**1.1 ADOPTION OF LOCAL RULES**

The Superior Court of California, County of Solano hereby adopts these local rules pursuant to California Government Code section 68070 and Code of Civil Procedure sections 575.1 and 575.2. Unless otherwise stated in an individual rule, the term “court” as used in these local rules shall mean the Superior Court of California, County of Solano.

*(Rule 1.1 amended effective January 1, 2010; adopted effective January 1, 1998.)*

**1.2 DIVISIONS OF THE COURT; ASSIGNMENT OF SUPERVISING JUDGES**

The court shall be divided into five judicial divisions: the Criminal Division, the Civil Division, the Family and Probate Division, the Juvenile Division, and the Appellate Division. The court’s Presiding Judge shall appoint the presiding judge of the Juvenile Division and the supervising judges of all other divisions.

*(Rule 1.2 amended effective January 1, 2010; adopted effective January 1, 1998.)*

**1.3 DIRECT CALENDARING**

All matters pending in the court on January 1, 1998, or filed after January 1, 1998, shall be directly calendared to be heard by one judge for all purposes. If the name of the judge is announced in open court, this announcement shall be deemed adequate and appropriate notice to the parties and attorneys present of the assignment for all purposes.

*(Rule 1.3 amended and renumbered effective January 1, 2010; adopted as Rule 1.4 effective January 1, 1998.)*

**1.4 REASSIGNMENT UPON DISQUALIFICATION OF JUDICIAL OFFICER**

When a judicial officer is disqualified, either on a peremptory challenge, for cause, or by the judicial officer’s own determination, the matter shall be referred to the presiding judge for reassignment. The reassignment shall be made by the presiding judge, or the supervising or presiding judge of the division, upon the delegation of that authority by the presiding judge.

*(Rule 1.4 amended and renumbered effective January 1, 2010; adopted as Rule 1.6 effective January 1, 1998.)*

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**Rule 2 – Felony Criminal Cases**

**2.1 APPLICATION OF RULES**

These rules apply to all felony criminal cases pending on, or filed on or after, January 1, 1998. For the purpose of these rules the term "felony criminal cases" does not include traffic infraction cases or misdemeanor criminal cases.

*(Rule 2.1 amended effective January 1, 2010; adopted effective January 1, 1998.)*

**2.2 DIRECT CALENDARING OF CRIMINAL CASES**

When a felony criminal case is filed either by complaint or indictment, the matter shall be assigned, after arraignment, to one judge for all purposes. All felony criminal cases shall be heard first in an arraignment department of the court and from that department the case shall be assigned to one of the judges in the Criminal Division of the court and the parties shall be notified in open court and on the record of the name of the judge and that notification shall be considered adequate and appropriate for all purposes. The assignment of a felony criminal case to a judge as provided in this paragraph shall be by a random process, and the assignment to the judge shall be deemed for all purposes.

*(Rule 2.2 amended effective January 1, 2010; adopted effective January 1, 1998.)*

**2.3 NOTIFICATION OF THE PARTIES OF ASSIGNMENT TO ONE JUDGE FOR ALL PURPOSES**

If the parties are not notified of the assignment to one judge for all purposes in open court then the Clerk of the Court, after a judge is selected, shall send a written notification to all parties by first class mail and file in the court file a verification of mailing.

*(Rule 2.3 adopted effective January 1, 1998.)*

**2.4 PEREMPTORY CHALLENGE OF JUDGE ASSIGNED FOR ALL PURPOSES**

Upon a peremptory challenge of a judge assigned for all purposes to a felony criminal case the case shall be reassigned pursuant to rule 1.5 of these rules.

*(Rule 2.4 amended effective January 1, 2010; adopted effective January 1, 1998.)*

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**Rule 3 – Civil Cases**

**3.1 APPLICATION OF RULES**

These rules apply to all civil cases, limited and unlimited, filed in the Superior Court of California, County of Solano, and may apply to other matters as provided elsewhere in the rules. For the purposes of these rules the term “civil cases” does not include criminal cases, traffic infraction cases, matters filed under the California Family Code, small claims cases, unlawful detainer cases, probate cases, mental health cases, adoption cases, juvenile cases and extraordinary writs.

*(Rule 3.1 amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective October 1, 2002, and January 1, 2009.)*

**3.2 DIRECT CALENDARING OF CIVIL CASES**

When a civil case is filed, or received and filed as a transfer from another county, the Clerk of the Court shall assign the case to one of the judges in the Civil Division of the court and shall notify the plaintiff. The assignment to a judge shall be deemed to be for all purposes. The method of selection of the judge to be assigned to a case shall be subject to the approval of the Supervising Judge of the Civil Division and shall be designed to equally distribute the workload among the judges of the Civil Division and best serve the court. This rule does not apply to limited jurisdiction collection actions that qualify under California Rules of Court 3.740, except that a judge may be assigned in those cases upon any of the following events: (1) failure to file proof of service or obtain order for publication of summons within 180 days of the filing of the complaint; (2) failure to obtain default judgment within 360 days of the filing of the complaint, if no responsive pleading has been filed; or (3) upon the filing of a responsive pleading by a defendant.

*(Rule 3.2 amended effective January 1, 2009; adopted effective January 1, 1998.)*

**3.3 NOTIFICATION OF PLAINTIFF OF ASSIGNMENT TO ONE JUDGE FOR ALL PURPOSES**

Upon the filing of the complaint, the Clerk of the Court shall notify plaintiff, plaintiff's attorney, or an agent of the plaintiff of the assignment to one judge for all purposes; and, if in person, the person receiving notice shall sign an acknowledgement of the notification on a form to be prepared by the Clerk of the Court indicating thereon that the notification is received on behalf of plaintiff. The clerk shall file the acknowledgement of the notification in the court file with an attached proof of personal service. If the notification of the plaintiff, his attorney or agent is not in person and acknowledged in

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writing, then the clerk shall mail a notice to plaintiff at his or her address of record by first class mail and file a proof of mailing in the court file.

Plaintiff shall promptly notify all parties in the case at the time the assignment is made and notify all parties who later enter the case and file with the court a proof of service of such notification of the assignment to a judge for all purposes within five (5) days after the notice is served.

*(Rule 3.3 amended effective July 1, 2010; adopted effective January 1, 1998.)*

**3.4 DESIGNATION OF COURT**

All pleadings in civil cases shall designate whether the case is an unlimited or limited civil action. If the case is a limited civil action, the pleadings shall designate the proper judicial district.

*(Rule 3.4 amended effective July 1, 2010; adopted effective January 1, 1998; amended effective October 1, 2002.)*

**3.5 [RESERVED]**

**3.5 PEREMPTORY CHALLENGE OF JUDGE ASSIGNED FOR ALL PURPOSES  
[REPEALED]**

*(Rule 3.5 repealed effective July 1, 2010; adopted as Rule 3.7 effective January 1, 1998; renumbered as Rule 3.5 effective January 1, 2010.)*

**3.6 DEPOSIT OF JURY FEES**

Pursuant to Code of Civil Procedure section 631, advance jury fees in the amount of one hundred and fifty dollars (\$150.00) shall be deposited with the Clerk of the Court at least twenty-five (25) calendar days prior to the date initially set for trial. The court may deem that the demanding party has waived jury if there is not compliance with the deposit of jury fees provided for in this paragraph.

*(Rule 3.6 amended and renumbered effective January 1, 2010; adopted as Rule 3.10 effective January 1, 1998; previously amended effective October 1, 2002.)*

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**3.7 FORFEITURE OF JURY FEES**

**a. WAIVER OF JURY TRIAL**

If, after jury fees have been deposited, a party waives jury, such waiver must be of record at least seven (7) calendar days prior to the assigned date of trial, otherwise said jury fee deposit shall be forfeited.

*(Subd (a) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 3.11 effective January 1, 1998.)*

**b. CONTINUANCE OF JURY TRIAL DATE**

Whenever a continuance of jury trial is obtained within seven (7) calendar days prior to the assigned date of trial, the jury fee deposit shall be forfeited.

*(Subd (b) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 3.11 effective January 1, 1998.)*

**c. SETTLEMENT OF CASE SET FOR TRIAL**

If a case assigned for trial is settled, but written dismissal or notice of settlement is not filed at least seven (7) calendar days prior to the assigned date of trial, the jury fee deposit shall be forfeited.

*(Subd (c) relettered effective January 1, 2010; adopted as unlettered portion of Rule 3.11 effective January 1, 1998.)*

**d. CCP SECTION 631.3**

For purposes of Rule 3.11 and per Code of Civil Procedure section 631.3, it is deemed necessary for the court to have at least seven (7) calendar days notice of waiver of jury, continuance or settlement of the case in order to notify the jurors that the trial will not proceed at the time set.

*(Subd (d) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 3.11 effective January 1, 1998.)*

*(Rule 3.7 amended and renumbered effective January 1, 2010; adopted as Rule 3.11 effective January 1, 1998.)*

**3.8 NOTIFICATION TO COURT OF DROPS, CONTINUANCES AND STIPULATIONS**

When a matter is to be dropped, continued or stipulated to, counsel for the moving party shall promptly notify the department of the court to which the matter is assigned. No matters will be continued after announcement of a tentative ruling thereon, except by order of the court for good cause.

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No matter shall be continued unless the department of the court to which the matter is assigned approves of the continuance date. Any continuance requested within forty-eight (48) hours of the hearing date shall be directed to the department in which the hearing is scheduled for approval.

In the absence of a showing of good cause by counsel, no matter shall be continued on the law and motion calendar pursuant to stipulation of counsel, or otherwise, more than twice.

*(Rule 3.8 amended and renumbered effective January 1, 2010; adopted as Rule 3.13 effective January 1, 1998; former Rule 3.8, which concerned the court case number, repealed effective January 1, 2010.)*

**3.9 TENTATIVE RULINGS**

**a. AVAILABILITY OF TENTATIVE RULINGS**

A tentative ruling on a civil matter will be available on the court day immediately preceding the scheduled hearing on that matter by telephoning a tape-recorded message at (707) 207-7331 or by signing onto the court's web site at [www.solano.courts.ca.gov](http://www.solano.courts.ca.gov) and clicking "Tentative Rulings and Probate Exam Notes" after 2:00 p.m. Thus, for example, for a matter on a Monday calendar, one may call the recorded message or check the court's web site after 2:00 p.m. on the preceding Friday afternoon. Tentative rulings will not be posted for unlawful detainer matters.

*(Subd (a) amended and relettered effective January 1, 2010; adopted as Rule 3.14 effective January 1, 1998; previously amended effective October 1, 2002.)*

**b. NOTIFICATION OF INTENT TO APPEAR AT HEARING**

The tentative ruling shall become the ruling of the court unless a party desiring to be heard so advises the judicial assistant of the department hearing the matter at the telephone number indicated in the tentative ruling no later than 4:30 p.m. on the court day preceding the hearing, and further advises that such party has notified all other parties of its intention to appear and argue.

*(Subd (b) amended effective July 1, 2010; adopted as Rule 3.15 effective January 1, 1998; relettered as subd (b) effective January 1, 2010.)*

**c. ARGUMENT ON TENTATIVE RULING**

Where an appearance has been requested or invited by the court, limited argument will be entertained, not to exceed 20 minutes per case. Appearances may be made telephonically, in accordance with California Rules of Court, rule 3.670 and

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Solano County Local Rules, rule 4.14(h), unless the court orders a personal appearance.

*(Subd (c) relettered effective January 1, 2010; adopted as Rule 3.16 effective January 1, 1998; previously amended effective January 1, 2009.)*

*(Rule 3.9 amended effective July 1, 2010; adopted as Rule 3.14 effective January 1, 1998; previously amended effective October 1, 2002; amended and renumbered as Rule 3.9 effective January 1, 2010.)*

**3.10 [RESERVED]**

**3.10 ORDERS AFTER HEARING [REPEALED]**

*(Rule 3.10 repealed effective July 1, 2010; adopted as Rule 3.17 effective January 1, 1998; amended and renumbered as Rule 3.10 effective January 1, 2010.)*

**3.11 FAILURE TO NOTIFY COURT WHEN ATTORNEY CANNOT BE PRESENT  
SHALL BE DEEMED SUFFICIENT CAUSE TO ORDER OFF CALENDAR**

If an attorney cannot be present on time at the call of the matter on calendar, he or she must, prior to the call, inform the courtroom clerk of that department of the reason for and extent of such delay. Failure to appear or furnish such information shall be deemed sufficient cause for ordering the matter off calendar or for proceeding to hear the matter in the absence of counsel, as the court, in its discretion, may determine.

*(Rule 3.11 renumbered effective January 1, 2010; adopted as Rule 3.19 effective January 1, 1998.)*

**3.12 OFF CALENDAR**

A law and motion matter that has gone off calendar may be restored thereto only upon notice, excepting in an extraordinary situation, to be determined by the court in its discretion.

*(Rule renumbered effective January 1, 2010; adopted as Rule 3.20 effective January 1, 1998; former Rule 3.12, which concerned the California Rules of Court, repealed effective January 1, 2010.)*

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**3.13 EX PARTE MATTERS**

Ex parte matters will be heard daily, but only upon appointment scheduled through the judge's assistant. Said application shall comply with California Rules of Court 3.1200-3.1207. All other hearings shall be scheduled through master calendar, telephone (707) 207-7332.

*(Rule 3.13 amended effective July 1, 2010; adopted as Rule 3.21 effective January 1, 1998; previously amended effective July 1, 2005; previously amended effective July 1, 2009; renumbered as Rule 3.13 effective January 1, 2010.)*

**3.14 ORDERS REGARDING ORDERS TO SHOW CAUSE, TEMPORARY RESTRAINING ORDERS, AND INJUNCTIONS**

All written orders, including orders to show cause, temporary restraining orders and injunctions, signed by a judge shall be filed forthwith. An endorsed filed copy of such order shall be served upon each party to be notified thereof. Except as otherwise directed by the court for good cause shown, the proof of such service of orders to show cause and temporary restraining orders shall be filed before 3:00 p.m. of the third court day prior to the hearing.

*(Rule 3.14 renumbered effective January 1, 2010; adopted as Rule 3.25 effective January 1, 1998.)*

**3.15 MOTIONS TO CONSOLIDATE**

Motions to consolidate cases shall be heard in the department to which the case with the lowest file number is assigned.

In the event that cases are consolidated and unless otherwise ordered by the judicial officer hearing the consolidation motion, the pleadings filed thereafter shall be filed in the case file with the lowest file number and the consolidated case shall be assigned for all purposes to the judge to which the case with the lowest file number is assigned.

*(Rule 3.15 amended effective July 1, 2010; adopted as Rule 3.26 effective January 1, 1998; renumbered as Rule 3.15 effective January 1, 2010.)*

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**3.16 MOTIONS PAPERS**

Motions papers must be received within three court days of reserving a law and motion date. If papers are not received within three court days, the date reserved will be canceled.

*(Rule 3.16 amended effective July 1, 2010; adopted as Rule 3.27 effective October 1, 2002; renumbered as Rule 3.16 effective January 1, 2010.)*

**3.17 MANDATE ACTIONS ARISING UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)**

**a. WHERE FILED**

Mandamus actions challenging an agency decision under the California Environmental Quality Act (Public Resources Code §21000 et seq.) (“CEQA”) shall be filed in the office of the Civil Clerk of the Court. Each action shall be accompanied by an initial filing form designating the action as Environmental Law – CEQA (Public Resources Code § 21167.1), and shall be assigned to the designated CEQA department for all purposes.

*(Subd (a) amended effective July 1, 2010; adopted effective July 1, 2005.)*

**b. MEDIATION**

In accordance with Government Code section 66031, within five (5) days after the deadline for respondent or defendant to file a response to the action, plaintiff or petitioner shall prepare and lodge with the designated CEQA department a notice form for the court’s signature inviting mediation. The court shall then mail the notice of invitation to the parties.

*(Subd (b) amended and relettered effective July 1, 2010; adopted as subd (c) effective July 1, 2005; prior subd (b), concerning ordering the administrative record, repealed effective July 1, 2010.)*

**c. PREPARING THE ADMINISTRATIVE RECORD**

**(1) Preparation by the Public Agency**

- (a) Within twenty (20) calendar days after receipt of a request to prepare the administrative record, the public agency responsible for such preparation shall personally serve on petitioners a preliminary notification of the estimated cost of preparation, setting forth the agency’s normal costs per page, other reasonable costs, if any, the agency anticipates, and the likely range of pages.

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This notice shall also state, to the extent then known, the location(s) of the documents anticipated to be incorporated into the administrative record, shall designate the contact person(s) responsible for identifying the agency personnel or other person(s) having custody of those documents, and shall provide a listing of dates and times when those documents will be made available to petitioners or any party for inspection during normal business hours as the record is being prepared. This notice shall be supplemented by the agency from time to time as additional documents are located or determined appropriate to be included in the record.

*(Subd (a) relettered effective January 1, 2010; adopted as Subd (d)(1) effective July 1, 2005.)*

- (b) Upon receipt of this preliminary notification, petitioners may elect to prepare the record themselves provided they notify the agency within five (5) calendar days of such receipt. If petitioners so elect, then within forty (40) calendar days of service of the initial notice to prepare the administrative record, petitioners shall prepare and serve on all parties a detailed index listing the documents proposed by petitioners to constitute the record. Within seven (7) calendar days of this notification, the agency and/or other parties shall prepare and serve the petitioners and all parties with a document notifying them of any document(s) or item(s) that such parties contend should be added to, or deleted from, the record. The agency shall promptly notify petitioners of any required photocopying procedures and/or conditions with which petitioners must comply in their preparation of the record.

*(Subd (b) relettered effective January 1, 2010; adopted as Subd (d)(2) effective July 1, 2005.)*

- (c) If petitioners do not so elect, then within forty (40) calendar days after service of the request to prepare the administrative record, the agency shall prepare and serve on the parties a detailed index listing the documents proposed by the agency to constitute the record and provide a supplemental estimated cost of preparation. Within seven (7) calendar days of receipt of this notification, petitioners and/or any other parties shall prepare and serve the agency and all parties with a document notifying the agency of any document(s) or item(s) that such parties contend should be added to, or deleted from, the record.



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*(Subd (c) relettered effective January 1, 2010; adopted as Subd (d)(3) effective July 1, 2005.)*

*(Subd (1) amended effective January 1, 2010; adopted effective July 1, 2005.)*

**(2) Preparation by Petitioners**

- (a) Within twenty (20) calendar days after receipt of petitioners' notice of election to prepare the record themselves, the public agency responsible for certification of the record shall personally serve on petitioners a preliminary notification designating, to the extent then known, the location(s) of the documents anticipated to be incorporated into the administrative record, the contact person(s) responsible for identifying the agency personnel or other person(s) having custody of those documents, and the dates and times when those documents will be made available to petitioners or any party for their inspection and copying. This notice shall also state any required photocopying procedures and/or conditions with which petitioners must comply in their preparation of the record. This notice shall be supplemented by the agency as additional documents are located or determined appropriate to be included in the record.

*(Subd (a) adopted effective July 1, 2005.)*

- (b) Within forty (40) calendar days after service of petitioners' notice of election, petitioners shall prepare and serve on all parties a detailed index listing the documents proposed by petitioners to constitute the record. Within seven (7) calendar days of this notification, the agency and/or other parties shall prepare and serve the petitioners and all parties with a document notifying them of any document(s) or item(s) that such parties contend should be added to, or deleted from, the record.

*(Subd (b) adopted effective July 1, 2005.)*

*(Subd (2) renumbered effective January 1, 2010; adopted as Subd (d)(4) effective July 1, 2005.)*

*(Subd (c) relettered effective July 1, 2010; adopted as subd (d) effective July 1, 2005; amended effective January 1, 2010.)*

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**d.     FORMAT OF ADMINISTRATIVE RECORD**

The format of the administrative record shall be governed by California Rules of Court, rules 3.1365 and either 3.1367 or 3.1368, as appropriate.

*(Subd (d) amended and relettered effective July 1, 2010; adopted as subd (e) effective July 1, 2005.)*

**e.     LODGING THE ADMINISTRATIVE RECORD IN ELECTRONIC FORMAT**

Any party lodging the administrative record in an electronic format as permitted by California Rules of Court, rule 3.1365 et seq. shall simultaneously file a declaration with the court affirming under penalty of perjury that the medium in which the record is contained and lodged with the court is free of computer viruses or other malware.

*(Subd (e) amended and relettered effective July 1, 2010; adopted as subd (f) effective July 1, 2005.)*

**f.     DISPUTES REGARDING THE CONTENTS OF THE ADMINISTRATIVE RECORD**

Once the record has been filed, any disputes about its accuracy or scope should be resolved by appropriate noticed motion. For example, if the agency has prepared the record, petitioners may contend that it omits important documents or that it contains inappropriate documents; if the petitioners have prepared the record, the agency may have similar contentions. A motion to supplement the certified record with additional documents and/or to exclude certain documents from the record may be noticed by any party and should normally be filed concurrently with the filing of petitioners' opening memorandum of points and authorities in support of the writ. Opposition and reply memoranda on the motion should normally be filed with the opposition and memoranda, respectively, regarding the writ. The motion should normally be calendared for hearing concurrently with the hearing on the writ.

*(Subd (f) relettered effective July 1, 2010; adopted as subd (g) effective July 1, 2005.)*

**g.     BRIEFING SCHEDULE AND LENGTH OF MEMORANDA**

Unless otherwise ordered by the court, the following briefing schedule shall be followed in all cases:

- (1) Petitioners shall file directly in the designated CEQA department and serve personally, by overnight mail or, if previously agreed, by fax or electronic service, an opening memorandum of points and authorities in

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support of the petition within thirty (30) days from the date the administrative record is served.

*(Subd (1) amended effective July 1, 2010; adopted effective July 1, 2005.)*

- (2) Respondent and Real Party in Interest shall file directly in the designated CEQA department and serve personally, by overnight mail, or if previously agreed, by fax or electronic service, opposition points and authorities, if any, within thirty (30) days following service of petitioners' memoranda of points and authorities.

*(Subd (2) amended effective July 1, 2010; adopted effective July 1, 2005.)*

- (3) Petitioners shall have twenty (20) days from service of the opposition's points and authorities to file directly in the designated CEQA department and serve personally, by overnight mail, or if previously agreed, by fax or electronic service, a reply memorandum of points and authorities.

*(Subd (3) amended effective July 1, 2010; adopted effective July 1, 2005.)*

- (4) The parties may agree upon a shorter time frame for briefing by written stipulation filed with the court.

*(Subd (4) adopted effective July 1, 2005.)*

*(Subd (g) amended and relettered effective July 1, 2010; adopted as subd (i) effective July 1, 2005.)*

**h. TRIAL NOTEBOOK**

Petitioner shall prepare a trial notebook which shall be filed with the designated CEQA Department fourteen (14) days before the date of the hearing. The trial notebook shall consist of the petition, the answer(s), the briefs, any motions set to be heard at trial, the statement of issues, and any other document(s) agreed upon by the parties or ordered by the court.

*(Subd (h) amended and relettered effective July 1, 2010; adopted as subd (j) effective July 1, 2005; previous subd (h), concerning notice of hearing, repealed effective July 1, 2010.)*

*(Rule 3.17 amended effective July 1, 2010; adopted as Rule 3.28 effective July 1, 2005; amended and renumbered as Rule 3.17 effective January 1, 2010.)*

**3.18 FILING OF NOTICES OF UNAVAILABILITY**

The court shall not accept for filing a "Notice of Unavailability of Counsel" or other document or pleading whose sole purpose is to advise the court and/or other parties of an

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attorney's or party's unavailability. *Carl v. Superior Court of Orange County* (2007) 157 Cal.App.4th 73.

*(Rule 3.18 renumbered effective January 1, 2010; adopted as Rule 3.29 effective January 1, 2009.)*

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**Rule 4 – Administration of Civil Litigation**

*(Subd (c) amended effective October 1, 2002; adopted effective January 1, 1998.)*

**d. FEES FOR ARBITRATION**

The parties to the action shall pay to the arbitrator their proportionate share of the fee set by the arbitrator, within thirty (30) days after the filing of the arbitrator's award. In the event that the parties settle the case after the arbitrator has expended any time on the case, the parties shall notify the arbitrator that the case has settled and shall pay their proportionate share of the arbitrator's fees within thirty (30) days after the notice to the arbitrator of the settlement.

*(Subd (d) amended effective October 1, 2002; adopted effective January 1, 1998.)*

*(Rule 4.7 amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective October 1, 2002.)*

**4.8 MEDIATION**

**a. TIME LIMITS AND SELECTION OF MEDIATOR**

Within twenty (20) days of the referral to mediation, the parties shall provide the assigned court with written notification of their mutual choice of mediator, or their individual nominees. If the parties are unable to agree upon a mediator within the 20 days, they shall promptly notify the court, and a mediator will thereupon be appointed by the court.

*(Subd (a) amended effective July 1, 2005; adopted effective July 1, 1998.)*

**b. APPEARANCE AT MEDIATION SESSIONS**

Each party shall personally appear at the first mediation session and at any subsequent session unless excused by the mediator. When the party is other than a natural person, it shall appear by a representative, other than its attorney, with full authority to resolve the dispute or, in the case of a governmental entity that requires an agreement to be approved by an elected official or legislative body, by a representative with authority to recommend such agreement. Each party is entitled to have counsel present at all mediation sessions that concern it, and such counsel and an insurance representative of a covered party also shall be present or available at such sessions, unless excused by the mediator.

*(Subd (b) amended effective July 1, 2005; adopted effective July 1, 1998.)*

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**c. FILING OF STATEMENT BY MEDIATOR**

Within ten (10) days of the conclusion of the mediation, the mediator shall file a statement on Judicial Council Form ADR-100, advising the court whether the mediation ended in full agreement or non-agreement as to the entire case or as to particular parties in the case.

*(Subd (c) amended effective July 1, 2005; adopted effective July 1, 1998.)*

**d. FEES FOR MEDIATION**

The parties to the action shall pay to the mediator their proportionate share of the fee set by the mediator, within thirty (30) days after the last mediation session. In the event that the parties settle the case after the mediation, the parties shall notify the mediator that the case has settled and shall pay their proportionate share of the mediator's fees within thirty (30) days after the notice to the mediator of the settlement.

*(Subd (d) amended effective July 1, 2005; adopted effective July 1, 1998.)*

**e. MEDIATION COMPLAINT PROCEDURE**

Per California Rules of Court, rule 3.868, the court adopts the following mediator complaint procedure:

- (1) Complaints are only accepted from a party to the action or the party's attorney.
- (2) The complainant must register his or her complaint in writing with the Mediation Administrator. The written complaint must include the following information:
  - (a) The names of the parties in the case and their attorneys;
  - (b) The case number;
  - (c) The most recent court date;
  - (d) The name(s) of any mediation personnel (i.e. mediators or mediation clerks) with whom the complainant had contact; and,
  - (e) A statement explaining the reasons for the complaint.
- (3) Upon receiving the complaint, the Mediation Administrator will notify the complainant in writing that the court has received the complaint.

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- (4) The Mediation Administrator shall review the complaint and determine whether the complaint can be informally resolved or closed, or whether the complaint warrants investigation. If the complaint warrants an investigation, the Mediation Administrator shall take the following steps:
- (a) The Mediation Administrator shall give notice of the complaint to the mediator and provide a reasonable opportunity to respond.
  - (b) The complaint shall be investigated and a recommendation made concerning court action. The investigation shall be conducted by an investigator designated by the Mediation Administrator or the Presiding Judge. The investigator shall provide his or her recommendation to the Presiding Judge or his or her designee.
  - (c) The final decision shall be made by the Presiding Judge or his or her designee. Notice of the final action taken shall be sent by the court to the complainant and, if the complaint was not resolved during the preliminary review by the Mediation Administrator, to the mediator.

*(Subd (e) adopted effective January 1, 2010.)*

*(Rule 4.8 amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective July 1, 2005.)*

**4.9 MANDATORY SETTLEMENT CONFERENCES**

**a. REQUIRED PARTICIPANTS**

The lead trial counsel, parties, and persons with full settlement authority shall personally attend the Mandatory Settlement Conference unless excused by the court for good cause. In the case of an insured principal, the authorized representative of the insured's insurance company must be present in lieu of the client, and must have full settlement authority. For purposes of these rules, "full settlement authority" means persons physically present in the courthouse who are empowered to make settlement decisions without telephone consultation with others. In no event will an independent adjuster satisfy the above requirement. In any professional negligence case in which the defendant retains the right to refuse settlement, participation of that defendant in the settlement conference is mandatory.

*(Subd (a) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.11 effective January 1, 1998; previously amended effective July 1, 2005.)*

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**b. MEET AND CONFER REQUIREMENTS**

No later than ten (10) calendar days before the date set for the mandatory settlement conference, trial counsel and all persons with ultimate authority to settle the case shall meet in person or, if all parties agree, by telephone to discuss settlement of the case.

*(Subd (b) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.11 effective January 1, 1998; previously amended effective July 1, 2005.)*

**c. MANDATORY SETTLEMENT CONFERENCE STATEMENTS**

No later than five (5) calendar days before the date set for the settlement conference, each party shall file and serve on all other parties a settlement conference statement. Said statement shall comply in all respects with California Rules of Court, rule 3.1380, subdivision (c), and shall also contain the following additional information:

- (1) A statement of the factual and legal contentions in dispute;
- (2) A list of all special damages claimed;
- (3) Copies of pertinent medical reports;
- (4) Other reports by experts;
- (5) Pictorial or documentary evidence anticipated to be presented at trial;
- (6) An estimate of the lowest and highest possible award by a trier of fact;
- (7) The highest previous offer and the lowest previous demand;
- (8) The date when the last face to face or telephonic settlement discussion was held between all parties;
- (9) A statement as to any special problems relating to settlement, such as lack of or disputed insurance coverage; and,
- (10) A statement regarding the party's position regarding settlement of the case.



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*(Subd (c) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.11 effective January 1, 1998; previously amended effective July 1, 2005.)*

**d. SANCTIONS**

Failure of any attorney, adjustor, and/or party to prepare for, appear at, or meaningfully participate in a settlement conference, unless good cause is shown for any such failure, is an unlawful interference with the proceedings of the court, and the court may impose sanctions, including but not limited to, any or all of the following: monetary sanctions to be paid to the court; monetary sanctions to be paid to other parties which may include, among other things, costs, actual expenses, and counsel fees; and the court may order an appropriate change in the calendar status of the action.

*(Subd (d) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.11 effective January 1, 1998; previously amended effective July 1, 2005.)*

*(Rule 4.9 amended and renumbered effective January 1, 2010; adopted as Rule 4.11 effective January 1, 1998; previously amended effective July 1, 2005; former Rule 4.9, which concerned other settings of cases, repealed effective January 1, 2010.)*

**4.10 TRIAL MANAGEMENT CONFERENCES**

**a. REQUIRED PARTICIPANTS**

The lead trial counsel shall, unless excused by the court, appear at the Trial Management Conference prepared to respond to any questions the court may pose about the case.

*(Subd (a) relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.12 effective January 1, 1998; previously amended effective July 1, 2005.)*

**b. TRIAL MANAGEMENT CONFERENCE STATEMENTS**

On a form to be provided by the court, each counsel shall complete, file and serve on all parties a completed Trial Management Conference Report by the seventh (7th) calendar day before the date set for the Trial Management Conference. The form provided by the court may be modified as deemed appropriate by the court. At a minimum, the report shall include the following:

- (1) A statement of the nature of the case, with a summary of each party's allegations and supporting facts. Include an agreed-upon statement of the case to be read to the jury panel, if a jury has been requested by any party;

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- (2) If there have been developments since the trial setting affecting the estimated length of trial, an explanation as to what those developments are and how the estimated length of trial should be changed as a result;
- (3) The names of any non-expert witnesses who may be called at trial, except for impeachment or rebuttal. State concisely the anticipated testimony of each non-expert witness and the time estimate for testimony, including direct and cross-examination;
- (4) The names and expertise of any expert witnesses who may be called at trial, except for impeachment or rebuttal. State concisely the anticipated testimony of each expert witness and the time estimate for testimony, including direct and cross-examination. In addition, attach any narrative reports provided by the expert witness;
- (5) A list of all witnesses who are unavailable and whose testimony will be presented by deposition, along with the facts supporting that unavailability;
- (6) A list of all documents, exhibits, blowups, and/or photographs that the party expects to offer at trial, except for impeachment or rebuttal. Documents shall be identified by page number or Bates-stamp number as applicable (e.g. “Jane Doe’s Medical Records, pages 1 through 326”). Photos shall be separately identified;
- (7) A specific list in column form of all portions of depositions, answers to interrogatories and responses to request for admissions that the party expects to offer at trial, except for impeachment or rebuttal. All portions of depositions shall be identified by page and line number(s), while responses to written discovery must be identified by the manner of discovery request and the response number (e.g. “Response to Plaintiff’s Special Interrogatories, Set One, Interrogatory Number 4”; “Amended Response to Defendant’s Request for Admissions, Set Three, Request Number 7”);
- (8) A specific list of all anticipated evidentiary disputes with citation to authority;
- (9) A specific list of all anticipated non-evidentiary disputes with citation to authority;

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- (10) All requested jury instructions and verdict forms in compliance with the California Rules of Court. Each instruction shall be typed in full and numbered consecutively, with the submitting attorney having filled in all blanks and having made a decision as to all alternatives in the BAJI instructions. Two copies of the requested jury instructions shall be submitted to the court. One copy shall have citations to authority and boxes for the court's use regarding whether the instruction is given, refused, or withdrawn, and one copy shall be presented without citations to authority and boxes regarding given, refused, or withdrawn.
- (11) Copies of all in limine motions that the party expects to submit at trial. Each in limine motion provided shall be numbered consecutively by the party. (Note that any in limine motions not included will not be considered by the court, unless good cause is presented to the trial court).
- (12) All stipulations requested or proposed at trial; and,
- (13) A statement as to whether there are any witnesses that need an interpreter. State the name of the interpreter and the language that must be interpreted. (If an interpreter is needed, it is the obligation of the party calling the witness to make arrangements for an interpreter.)  
*(Subd (b) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.12 effective January 1, 1998; previously amended effective July 1, 2005.)*

**c. EXCLUSION OF EVIDENCE AND TESTIMONY AT TRIAL**

The testimony of witnesses who are not listed in the Trial Management Conference Report, or documents, or other exhibits, portions of depositions, answers to interrogatories or responses to requests for admissions, which are not listed in the Trial Management Conference Report, shall not be admitted at the trial. However, the trial judge, in his or her sole discretion and upon a showing a good cause, may permit the testimony of witnesses who are not listed in the Trial Management Conference Report and may allow the admission of exhibits or portions of discovery which are not listed in the Trial Management Conference Report.

*(Subd (c) amended and relettered effective January 1, 2010; adopted as unlettered portion of Rule 4.12 effective January 1, 1998; previously amended effective July 1, 2005.)*

*(Rule 4.10 amended and renumbered effective January 1, 2010; adopted as Rule 4.12 effective January 1, 1998; previously amended effective July 1, 2005; former Rule 4.10, which concerned setting short causes for trial, repealed effective January 1, 2010.)*

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**4.11 DISMISSAL OF ACTION OR ENTRY OF JUDGMENT FOLLOWING SETTLEMENT**

Following settlement of the action, the court will, by order, set a date by which the action shall be dismissed or judgment entered. In the event the parties do not comply with the court's order in this regard, the court, on its own motion, may dismiss the action or enter judgment effective as of the date set for dismissal or entry of judgment by the court.

*(Rule 4.11 renumbered effective January 1, 2010; adopted as Rule 4.13 effective January 1, 1998.)*

**4.12 MISCELLANEOUS**

**a. REQUEST FOR EXTENSION OF TIME**

Any request for extension of time under these rules shall be filed with due diligence and, in addition to being signed by counsel shall be endorsed by the party acknowledging that the extension of time being requested by counsel is concurred in by the party. The request shall be made on the form provided by the court.

*(Subd (a) amended effective January 1, 2009; adopted effective January 1, 1998.)*

**b. KNOWLEDGE OF CASE**

Counsel and parties attending any hearing or conference set pursuant to these rules shall have sufficient knowledge of the case to inform the court as to all matters that are pertinent and relevant to the issues to be heard and have authority to enter into binding stipulations regarding any matters before the court. This rule shall apply equally to attorneys of record and specially appearing counsel.

*(Subd (b) amended effective January 1, 2010; adopted effective January 1, 1998; previously amended effective January 1, 2009.)*

**c. REFERENCE TO “ATTORNEY” OR “COUNSEL”**

Any reference in these rules to “attorney” or “counsel” shall apply equally to any person representing himself or herself in a case subject to these rules.

*(Subd (c) amended effective January 1, 2009; adopted effective January 1, 1998.)*

**d. REMOVAL FROM CIVIL ACTIVE LIST**

A case shall not be removed from the civil active list except by order of the court.

*(Subd (d) amended effective January 1, 2009; adopted effective January 1, 1998.)*

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**e. EXCUSE FROM RULE REQUIREMENT**

Any requirement of these rules may be excused by the court upon a showing of good cause.

*(Subd (e) amended effective January 1, 2009; adopted effective January 1, 1998.)*

**f. UNINSURED MOTORIST CASE**

An action for personal injury or property damage against an uninsured defendant may be designated by “uninsured motorist case” upon application of the plaintiff filed within thirty (30) days of the commencement of the action. Upon the filing of such an application, the court will set a hearing date six (6) months from the date of the designation. At the hearing, the action will be dismissed, without prejudice, unless the court, for good cause, extends the time for resolution of the case.

*(Subd (f) amended effective January 1, 2009; adopted effective January 1, 1998.)*

**g. REMOVAL TO FEDERAL COURT**

An action removed to Federal Court will be set for hearing six months from the notice of removal at which time the action will be dismissed, without prejudice, unless the court, for good cause, extends the time.

*(Subd (g) amended effective January 1, 2009; adopted effective January 1, 1998.)*

**h. TELEPHONIC APPEARANCES**

Litigants wishing to appear by telephone per California Rules of Court, rule 3.670, shall do so through CourtCall LLC, a private telephonic appearance provider with whom the court has contracted, unless the court has designated a different provider. The telephone number of CourtCall is (888) 88-COURT or (310) 342-0888. Counsel wishing to avail themselves of this service shall note and follow the rules and schedule of the individual department concerning the use of CourtCall, and shall be solely responsible for all fees and costs charged by CourtCall for this service.

*(Subd (h) amended effective January 1, 2010; adopted effective January 1, 2009.)*

*(Rule 4.12 amended and renumbered effective January 1, 2010; adopted as Rule 4.14 effective January 1, 1998; previously amended effective January 1, 2009.)*

**4.13 SANCTIONS**

**a. SANCTIONS GENERALLY**

Upon the motion of a party or on the court’s own motion, the court may impose sanctions for non-compliance with these rules. Sanctions will not be imposed without prior notice to, and an opportunity to be heard by, the party or attorney

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against whom the sanction or penalty is sought to be imposed. Available sanctions include, but are not limited to,:

- (1) Monetary sanctions;
- (2) Evidentiary sanctions prohibiting the introduction of designated matters into evidence;
- (3) Striking out all or any part of any pleading;
- (4) Dismissal of an action, proceeding, or any part thereof;
- (5) Entering judgment by default against a party; and,
- (6) Contempt sanctions.

*(Subd (a) amended and relettered effective January 1, 2010; adopted as unlettered part of Rule 4.15 effective January 1, 1998.)*

**b. ATTORNEY FEES AND COSTS**

In addition to any sanction, the court may order a party or his or her counsel to pay to a party moving for compliance with these rules the reasonable expenses in making the motion, including reasonable attorney fees.

*(Subd (b) amended and relettered effective January 1, 2010; adopted as unlettered part of Rule 4.15 effective January 1, 1998.)*

**c. SANCTIONS RELATED TO REQUESTS TO EXTEND TIME FOR FILING**

Monetary sanctions and, in the court's discretion, more severe sanctions, will be imposed upon counsel or his or her party who in bad faith or without good cause request an extension of time for the filing of any pleading or document as required by these rules.

*(Subd (c) relettered effective January 1, 2010; adopted as unlettered part of Rule 4.15 effective January 1, 1998.)*

**d. SANCTIONS AGAINST ATTORNEYS**

If the court determines that the failure to comply with the rules is the responsibility of a party's attorney or counsel, the penalty shall be imposed on the attorney or counsel personally and shall not adversely affect the party's cause of action or defense thereto.

*(Subd (d) adopted effective January 1, 2010.)*

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*(Rule 4.13 amended and renumbered effective January 1, 2010; adopted as Rule 4.15 effective January 1, 1998.)*

**4.14 ELECTRONIC FILING AND SERVICE OF PLEADINGS AND DOCUMENTS**

The court does not permit electronic filing as defined in California Rules of Court, rule 2.250. However, nothing in this rule shall be construed as prohibiting or otherwise limiting service of documents electronically as provided elsewhere in the California Rules of Court.

*(Rule 4.14 adopted effective July 1, 2010; previous Rule 4.14 renumbered as Rule 4.12 effective January 1, 2010.)*

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**Superior Court of California  
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**Rule 6 – Juvenile Proceedings**

**PART THREE: Juvenile Delinquency**

**6.60 RETURN ON BENCH WARRANT**

With a minimum of two court days notice to the Juvenile Court, the District Attorney and Probation, counsel for juveniles in Welfare and Institutions Code section 602 proceedings may schedule a return on warrant hearing. If the minor fails to appear at the Return on Bench Warrant hearing, counsel for the juvenile will need permission to re-calendar the matter from the Juvenile Court Judge or their designated staff.

*(Rule 6.60 renumbered effective January 1, 2010; adopted as Rule 6.1.9 effective July 1, 2008.)*

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**Rule 6 – Juvenile Proceedings**

**APPENDIX – Standing Orders of the Juvenile Court**

<b><u>Standing Order</u></b>	<b><u>Title</u></b>
2002-01	Medical Authorization – Juvenile Hall
2002-02	Community School Programs
2002-03	Records – Family Law
2002-04	Records – Multi-Disciplinary Teams
2002-05	Release of Records, Absent Parents
2002-06	Release of Records – Guardianship Proceedings
2002-07	Release of Records – Financial Hearing Officer
2002-08	Release of Records – T.N.G. Order [VACATED] <i>[Vacated effective July 1, 2010; see Standing Order 2010-001]</i>
2002-09	Release of Records – Foster Youth Services Program
2002-10	Release of School Records – Probation
2002-11	Toxicology Testing
2004-01	Sealing File upon Successful Completion of Deferred Entry of Judgment [VACATED] <i>[Vacated effective January 1, 2011]</i>
2004-02	Notice of Change of Address DCSS [VACATED] <i>[Vacated effective January 1, 2011]</i>
2005-01	Release of Records – T.N.G. Order (as to 601 and 602 cases) [VACATED] <i>[Vacated effective July 1, 2010; see Standing Order 2010-001]</i>
2010-001	Release of Juvenile Case File Information for W&I 601 and 602 Proceedings

IN THE SUPERIOR COURT OF THE STATE OF CALIFORNIA  
IN AND FOR THE COUNTY OF SOLANO  
IN SESSION AS A JUVENILE COURT  
DEPARTMENT FOURTEEN

In the Matter of

SOLANO COUNTY JUVENILE COURT

STANDING ORDER 2004-01

STANDING ORDER SEALING FILE  
UPON SUCCESSFUL COMPLETION OF  
DEFERRED ENTRY OF JUDGMENT

[Welfare and Institutions Code § 793(c)]

1. This standing order shall be applied to every case in which the minor has successfully completed his or her Deferred Entry of Judgment pursuant to Welfare and Institutions Code §§790-795 that has not already been sealed.
2. The wardship petition of the minor shall be dismissed and the arrest upon which the judgment was deferred shall be deemed to never have occurred.
3. The Solano County Superior Court Clerk shall cause any records in the possession of the juvenile court to be sealed pursuant to Welfare and Institutions Code §793(c). However, the prosecuting attorney and probation department of any county shall have access to the sealed file for the limited purpose of determining whether the minor is eligible for deferred entry of judgment pursuant to Welfare and Institutions Code §790.
4. A copy of this order shall be filed in every file that is sealed pursuant to this order.

Date:

6/17/04

GARRY T. ICHIKAWA

PRESIDING JUDGE OF THE JUVENILE COURT

DENNIS BUNTING # 055499  
County Counsel  
WENDY GETTY, # 161311  
Assistant County Counsel  
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Fairfield, California 94533  
Telephone: (707) 421-6140  
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Attorneys for  
SOLANO COUNTY DEPARTMENT OF  
CHILD SUPPORT SERVICES

SUPERIOR COURT OF THE STATE OF CALIFORNIA  
COUNTY OF SOLANO

In Re the All Matters Involving  
the Solano County Department of  
Child Support Services

CASE No. 204-02  
STANDING ORDER  
REGARDING NOTICE OF  
CHANGE OF ADDRESS OF  
SOLANO COUNTY DEPARTMENT  
OF CHILD SUPPORT SERVICES

TO ALL PARTIES IN MATTERS INVOLVING THE SOLANO COUNTY  
DEPARTMENT OF CHILD SUPPORT SERVICES:

WHEREAS, the Solano County Department of Child Support Services has relocated its  
Fairfield Office;

WHEREAS, California Rules of Court, rule 385, requires an attorney to give notice of a  
change of address;

WHEREAS, providing notice to each and every litigant in every pending or ongoing case  
will be unduly burdensome and expensive to the Solano County Department of Child Support  
Services;

WHEREAS, numerous resources exist that provide actual notice of the substituted  
address, including a website, dedicated telephone line and answering machine and ongoing  
correspondence;

1 WHEREAS, alternative means exist to provide effective notice of a change of address to  
2 litigants;

3 Good cause appearing therefor, it is ordered as follows:

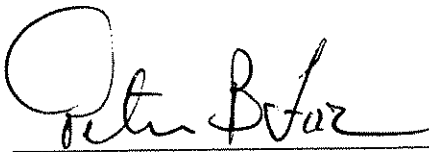
4 1. Effective immediately, all papers and documents in actions or proceedings in  
5 which the Solano County Department of Child Support Services is a party pending in the Solano  
6 County Superior Court shall be served at the address set forth below:

7 **Solano County Department of Child Support Services**  
8 **435 Executive Court North**  
9 **Fairfield, CA 94534**

10 2. In lieu of individual notices to each litigant in each ongoing or pending matter,  
11 notice of this Order shall be given to the public by posting a copy of same in the Courthouse in a  
12 place reserved for public notices for a period of not less than 30 days and by publication of a  
13 copy of this order in a newspaper of general circulation, published in the County of Solano, that  
14 is most likely to give notice to litigants in the above described proceedings. Except as set forth  
15 herein, no other notice of change of address must be given by the Solano County Department of  
16 Child Support Services.

17 IT IS SO ORDERED.

18  
19 10/6/04  
20 Dated

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\_\_\_\_\_  
Judge of the Superior Court

SUPERIOR COURT OF CALIFORNIA  
IN AND FOR THE COUNTY OF SOLANO  
IN SESSION AS A JUVENILE COURT

IN THE MATTER OF:  
RELEASE OF JUVENILE RECORDS

STANDING ORDER NO. 2005-01

RE: RELEASE OF JUVENILE CASE FILE  
INFORMATION FOR W&I 601 AND 602  
PROCEEDINGS

The Juvenile Court Standing Order No. 2002-01 as it relates to proceedings under Welfare and Institutions Code sections 601 and 602 is hereby vacated.

Pursuant to the provisions of Welfare and Institutions Code section 827 and the duty imposed upon the Court by the decision of the California Supreme Court in the case of T.N.G. v Superior Court (1971) 4 Cal.3d 76, the Juvenile Court of the County of Solano makes the following standing orders:

**I. GENERAL PROVISIONS**

- A. This order applies to the inspection and copying of juvenile case files for minors currently involved or previously involved in proceedings under Welfare and Institutions Code sections 601 and 602.
- B. For purposes of this order, a Juvenile Case File means a petition filed in any juvenile court proceeding, reports of the probation officer, and all other documents filed in the case or made available to the probation officer in making his or her report, or to the judge, referee or other hearing officer, and thereafter retained by the probation officer, judge, referee or other hearing officer. A Juvenile Case File includes the file retained by the Court ("herein "Juvenile Court File") and the file retained by the Probation Department (herein "Probation Department File").

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County of Solano**

**Rule 10 – Administration**

**10.1 EXECUTIVE OFFICER**

A majority of the judges of the court may appoint a court executive officer pursuant to section 71620 of the Government Code who also acts as jury commissioner and clerk of the court. Any reference in these rules, the California Rules of Court, or statutes, to the executive officer, clerk of the court or jury commissioners refers to the executive officer, who functions in each of these capacities.

The powers, duties and responsibilities transferred from the county clerk to the court executive officer pursuant to this rule include all of those performed by the county clerk with respect to court sections, proceedings and records.

The county clerk is hereby relieved of any obligation imposed by law with respect to the above powers, duties and responsibilities. This rule does not transfer from the county clerk to the court executive officer obligations in reference to the issuance of marriage licenses or the filing of fictitious business names.

*(Rule 10.1 amended effective January 1, 2010; adopted effective July 1, 1988.)*

**10.2 RESERVATION OF GOVERNMENT CODE 71620 POWERS**

The Court reserves the power to delegate to the Court Executive Officer any other functions, duties and responsibilities relating to the operation of the court not otherwise specifically set forth in this chapter, as provided for by Government Code 71620.

*(Rule 10.2 amended and renumbered effective January 1, 2010; adopted as Rule 10.4 effective January 1, 1991; former Rule 10.2, which concerned transfer of staff, repealed effective January 1, 2010.)*

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County of Solano**



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**Superior Court of California  
County of Solano**

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